

CONFIDENTIAL

Retirement

Assistant Chief, Personnel Division

31 March 1947

Assistant Chief, Finance Division

Retirement Deductions for Unvouchered Personnel

OGC Has Reviewed

In furtherance of our recent discussion after the meeting held between representatives of your office and the Finance Division relative to the problem of effecting retirement deductions in making payment deposits to Civil Service retirement fund for unvouchered personnel, it is desired to direct attention to the need for formalizing our authority and procedure to the extent that there be obtained from the appropriate Civil Service Commission official a letter covering the subject.

It would appear advisable for our protection in connection with the procedure which may be established, to have in writing, authority from the Commission to make the deduction from the salaries of personnel involved, and also to have briefly indicated by the Commission, the procedure which should be followed in maintaining the necessary records and placing the funds in the applicable deposit account.

Your earliest assistance in this matter will be appreciated in order that we may proceed to establish internal procedures. This is particularly desirable at this time, since the Special Funds Section now has on hand some funds which should be deposited into the Civil Service retirement fund.

C.C.

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**Assistant Chief,
Finance Division**

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